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7 DEC 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

 Director of Information Services

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SUBJECT: OIS Weekly Report (30 November - 6 December 1983)

Classification Review Division

CRD reviewed seven manuscripts (438 pages) for PRB, 16 SAEs (26 pages), 103 documents (205 pages) for the OGC special task force, and 23 miscellaneous documents (323 pages) during the past week.

Records Management Division

Chief, RMD and two other members of RMD met with the Deputy Director of Training and Education and others to discuss the scheduling of OTE's machine-readable records. A brief presentation was given on the need to schedule these records and the difficulties associated with the scheduling. DD/OTE stated that he was aware of the machine-readable records problem and that OTE would be very interested in the results. Some of OTE's automated systems contain information they no longer need, but OTE cannot destroy the information until the records are scheduled. He agreed to provide whatever support or assistance is needed to complete the scheduling of these records. RMD representatives will be working full time in OTE until this project is completed.

A longstanding terminal/line problem considerably slowed the progress on the TRIS program during the past week. A great deal of time and effort have been required to resolve the problem which hopefully will not recur.

On 5 December, the complete responsibility for ARCINS processing was transferred from the Information Technology Branch to the Agency Archives and Records Center (AARC).

AARC personnel made 23 additions and seven deletions to RAMS; keyed 6,601 entries into ARCINS; and accessioned 24 jobs representing 123 cubic feet of records to be stored.

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Regulations Control Division

RCD currently is processing a total of 117 jobs which include 11 new and revised proposals, 22 issuances in active negotiation and coordination, eight issuances sent forward for approval, six issuances prepared for publication by P&PD, and eight issuances published.



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Information and Privacy Division

A separate report is attached.



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Attachment:
As stated

EXO/OIS  (7 Dec 1983)

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